

**Lanark County Community Justice Program
Board of Directors' Meeting
Thursday, October 15, 2015, 5:30 to 7:30 p.m.
8 Herriott Street**

MINUTES

Present: Christine Peringer (Chair), Jennifer Dickson, Betty Jo Dean, Murray Long, Brian Peters, Beth Peterkin (ED)

Regrets: Steven Brown, Tim Campbell (United Way rep)

Guests: Rina Poulos (SSW placement until April), Margo Bell, Rick Patrick (both interested in a future role with the LCCJP).

1. Welcome and Preliminaries

a) Check-in and welcome (all present formally introduced themselves and why they became interested in the work of LCCJP)

b) Review and Adoption of Agenda

Motion to adopt the agenda as presented

M/S/C Jennifer/Murray

c) Declaration of Conflict of Interest

None declared

d) Review and Approval of Minutes of Meeting of September 17, 2015

Motion to adopt the minutes as presented

M/S/C Brian/Murray

2. Moment for Restorative Thinking – Beth Peterkin

Beth circulated and described her feelings about a hand-written apology letter sent by an accused following a restorative justice case in Lanark County [all names blacked out].

In the letter, addressed "To whom it may concern," the accused expresses being truly sorry for harm caused in breaking into someone else's home and rummaging through their personal belongings, and makes an offer to pay for repair bills due to the break-in.

The accused, as a result of the restorative justice forum, seems to have truly grasped what it must have felt like for the complainant to have experienced this "complete violation of your personal rights and space." Beth and the Board members saw this letter as a remarkable first-person testament to the way in which restorative justice forums can lead to profound new awareness of the direct harms caused to others through criminal or anti-social behavior. Beth suspected the accused would never again commit such a crime

Action: Murray volunteered to lead the Restorative Thinking moment in December.

3. Executive Director's Report

Beth reviewed several highlights from her report (attached), as well as other items:

- The school team project committee held its first meeting on September 21 with nine volunteers plus Beth attending, and Brian Peters agreeing to lead the committee, which will focus on how to roll out an educational program on restorative justice within our school boards.
- Beth described the process used to solicit and evaluate responses from three bidders to an RFQ for the redesign and maintenance of the LCCJP website, including staff training on inputting. Board members commended the thorough and highly objective analysis of proposals and evaluation of bidders. A motion was made:

Motion: That LCCJP accepts the quotation from Bidder B for the re-design of our website and that the Executive Director prepares a contract with a December 2015 start date.

M/S/C Jennifer/Murray

Bidder B was Sébastien Bacharach.

- Under Community Outreach, Beth highlighted a speaking engagement at The HUB (50-60 people) and the potential for LCCJP to offer training and mentoring in restorative justice for members of The Mills Community Support in dealing with landlord-tenant issues.
- Under fundraising, LCCJP has partnered with five other agencies in a successful \$76,000 grant application to Lanark County's Community Homelessness Prevention Initiative and will be providing restorative justice training workshops for project volunteers on a paid basis.
- Under Communication, Beth received a notification that the Canadian Mental Health Association Leeds and Grenville has decided to transfer their Youth Mental Health Court Diversion program to RNJ, effective Oct. 21.
- A number of facilitator training sessions have been organized to address training requests, including a workshop to help facilitators deal with their feelings in situations where they feel youth do not demonstrate sincerity.
- Beth stated she will be away from Oct. 20-24.

The ED Report was accepted.

4. Program Coordinator's Report

This will be rolled into the December report (which will then cover a three month period).

5. SSW Placement Student's Report

Rina gave a brief (and excellent!) update of activities she has been involved in.

6. Business Arising

- a) Strategic Plan recommendation for next steps (motion)

Beth reviewed the plan, which now has an expanded executive summary.

The Board proposed a change to the Vision statement which will now read: "A community that embraces restorative practices to repair harm, build community and strengthen relationships."

Under "Our Values" the Board elected to remove the "Learning" value as being implicit in the other values.

The Board opted to change the numbering system from letters to numerical (e.g. A. would become 1. and A.1 would become 1.1). Use of a,b,c,d would continue under "possible actions" which are not a formal part of the Strategic Plan.

It was noted that potential referral of cases by the Crown for post-sentencing forums should be reflected in (1.1) to include pre and post-charge referrals and post-sentencing referrals.

The Board agreed that 3.2 is more operational than strategic and should be folded into 3.3. The possible actions under 3.2 should, however, be incorporated into 3.3.

Under the existing 3.4, the Board recommended the wording be changed to "Grow and enhance the use of our volunteer resources."

Under possible actions in 3.4, the Board recommended adding: "Assess Board and Committee structures, including size and composition, for optimal impact."

Motion to adopt the new Strategic Plan for 2016-2018 (with proposed changes)

M/S/C Jennifer/Betty Jo

- b) Board Evaluation Report (motion)

Postponed to December meeting.

- c) Board Member Nominations update

Christine reviewed the three vacancies as of the meeting and the November 1 deadline for applications. Beth believed things to be in good shape right now as regards filling Board vacancies at the AGM. Christine will chair the Board meeting immediately following the AGM (her last meeting as Chair).

- d) Almonte Fire Dialogue (follow-up from The HUB presentation)

Nothing new to discuss.

- e) Completion of MAG training by Board members

Some members had still not completed this roughly 2 hour Ontario government training on accessibility and providing services in French (note LCCJP is not expected to deliver services in French, but we are required to understand the rights

of having service delivered in French and can refer cases to the nearest French-designated YJC site if necessary). Beth to follow up with members to complete the training..

7. Finance

- a) Acceptance of Minutes of the Finance Committee October 7 (motion)

Betty Jo stated she would be presenting Q2 results at the December meeting.

Motion to accept the Finance Committee minutes

M/S/C Betty Jo/Brian.

- b) Approval of Signing Authority Policy (motion)

M/S/C Betty Jo/Brian

- c) Approval of Retention of Records Policy (motion)

M/S/C Jennifer/Betty Jo

Betty Jo noted the two approved policies above were the last of the financial policies requiring Board approval.

8. New Business

- a) Accessibility Policy Motion

Motion to adopt the Accessibility Policy as amended. The amendments were to change "in a format that is accessible" to "in a format that is as accessible as reasonably possible" (top of page 2), changing "on" to "in" in the last line of paragraph 3 of page 2, and changing "Executive Director" to "Executive Director or a designate" on the last line of page 3.

M/S/C Murray/Betty Jo

- b) Review format for AGM dinner/speaker and assign tasks

Tasks were assigned to various Board members for Nov. 19.

- c) Review MAG Quarterly Reports

Beth noted that hundreds of hours of effort had gone into ensuring facilitators complete the new volunteer requirements set by the MAG, with 36 out of 40 volunteers having now completed all of the steps required to be compliant with the new MAG standards and for Beth to send in completed signoff documents on these volunteers.

- d) Q2 Financial Reports – Schedule E

Two reports for the 2nd quarter of the year have now been sent to the MAG.

9. On Notice for Future Board Meetings

The four items under 9. were noted: a discussion on target levels of reserves, a retention of program records policy, an annual plan for attendance at community events and a sustainability plan.

10. Closing

- a) Board Meeting – after the AGM Thursday, Nov. 19 – Christine briefly noted the purpose of this meeting is to welcome new Board members and elect officers.
- b) Board meeting – Thursday, Dec. 3 at Michael's Table. Beth stated the dinner would commence at 5:00pm followed by the meeting.
- c) Other upcoming events
 - United Way breakfast – Oct. 29 at Algonquin College. Beth stated that LCCJP would have an information display table at this event.
 - Annual General Meeting – Dinner and speaker – Thursday, Nov. 19 (see comments above)
 - A Christmas Carol by with Charles Dickens featuring David Bird – Monday December 7 –Christine encouraged Board members to attend this fundraising event.
 - Christmas Dinner for our Volunteers – Beth said the staff has canvassed facilitators for ideas and plans are underway.
- d) Closing Round - Meeting Evaluation

Christine thanked the guests for their interest in LCCJP and thanked Jennifer (for whom this is the last Board meeting) for her service to the Board.

- e) Adjournment

Motion to Adjourn

M/S/C Brian

Adjournment (7:30 p.m.)

These minutes are declared to be a true and accurate record of the Lanark County Community Justice Program Board of Directors' meeting of October 15, 2015.

Signature

Signature

Title

Title